

WE ARE HERE TO HELP !

Generally, the County tries to avoid closing County Maintained Road System (CMRS) roads for any length of time. It is only allowed when in the best interest of the public. County staff will be able to advise and answer crucial questions to help permit applicants navigate the permit process. This will help to ensure that all major concerns are recognized early on in the process.

SPECIAL EVENT PERMIT REQUIREMENTS

- Special Event Application completed & signed with description of activity.
- CHP sign off for Traffic Control at bottom of Special Event Application. This is required at time of submittal.
- Certificate of Insurance for General Liability in the amount of \$1,000,000 naming the County of San Bernardino as the certificate holder and additionally insured.
- Map of special event. Map will include location of event and any roads that will be closed. This map shall also include the location of all detour roads, signs, volunteer personnel and/or CHP officers required for the event.



“Our job is to create a county in which those who reside and invest can prosper and achieve well-being”

For further information regarding applying for a permit please contact:

**Permits/Operations Support Division
825 E. 3rd Street, Room 108
San Bernardino, CA 92415-0835**

(909) 387-1863

<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

**Permits Counter Hours
Monday—Friday 7:30 a.m.—5:00 p.m.**

CLOSED WEEKENDS AND COUNTY HOLIDAYS



GUIDANCE FOR SPECIAL EVENT PERMITS

Many of the roads within the unincorporated areas of the County of San Bernardino are handled through the San Bernardino County Public Works Department—Transportation section under State Streets and Highways code.

The principle functions are to operate, maintain and improve the County Maintained Road System (CMRS).

Hundreds, if not thousands, of miles of unpaved public roads exist throughout the County that are not part of the CMRS, and therefore are not maintained by the Department of Public Works.

WHEN AND WHY DO YOU NEED A SPECIAL EVENT PERMIT?

A Special Event Permit applies to all temporary special events including, but not limited to: parades, running, walk-a-thons, cycling, filming or any other public gathering not particularly mentioned in this description which is held within any portion of a San Bernardino County Department of Public Works Maintained road right-of-way.

Check for a map of CMRS roads at:

<http://arcgis/1Te4DEW>

Apply at:

<http://cms.sbcounty.gov/dpw/Operations/PermitsOperationsSupportDivision/Transportation.aspx>

Special Event FAQ

If I obtain a Temporary Special Event Permit from Land Use Services will that permit include the portions of the event that are within the road right-of-way?

No, you will need to obtain a Special Event Permit from Department Of Public Works for the portions of the event that are on County Maintained roads.

How do I know if the special event will be taking place on a County maintained road?

You can go to the County of San Bernardino website at <http://sbcountydpw.maps.arcgis.com/home/index.html> Once you are there you can select the County Maintained Road System (CMRS) interactive map. This map will identify all the County maintained roads in yellow. If your event and/or detour route is on a road that is highlighted in yellow then a Special Event Permit will be required from Transportation Permits.

Will I need any other permits if my Special Event Permit includes the selling and/or distribution of food and beverages?

Yes, you will need to go to Environmental Health Services and obtain a permit through them. You can contact them at 1-800-442-2283.

Will the County set up and break down the temporary traffic control devices for the special event?

No, all temporary traffic control devices will be installed and removed by the permittee at the cost of the permittee.

PROCESSING TIMELINE AND FEES

If all required application documents are satisfactory, special event permits are usually issued in approximately two weeks except when field review or review of a Traffic Control Plan is required. In such cases, additional time will be needed.

Additional fees may apply if:

A Traffic Control Plan is required for your event.

Check here for the current fee schedule:

<http://cms.sbcounty.gov/dpw/Transportation/Fees.aspx>

Frequently Asked Questions—cont.

Does the County rent barricades for Special Events?

The County Operations Maintenance Yard can provide barricades for your special event if and when they are available for the public. The permittee will be responsible to pick up and drop off the borrowed barricades at the County Maintenance Yard. A Security Deposit of \$200 will be required when the special event application is submitted. You can contact the Maintenance Yard directly to see if there any barricades available.

How do I know if my event will require a traffic control plan?

Once you have submitted your Special Event Application with CHP sign off, Certificate of Insurance, Map of Event and permit fee, the County of SB will determine, based on the information provided, if a traffic control plan will be required. The road being closed, the average daily traffic, detour route, the time and number of days of the road closure, the size of the event, etc. are all factors that will be reviewed to determine if a traffic control plan is necessary. If it is determined that a traffic control plan is required then the County will notify the applicant. A plan review deposit is also required when the traffic control plans are submitted.

Do I need to submit an application to County Fire?

Depending on the type of event, a Temporary Special Event Permit from San Bernardino County Fire Protection District may be required. You can contact their San Bernardino office at 909-386-8400.

If I plan to close the road down do I need to obtain the permission from the residents and/or businesses affected within the area of the road closed?

Yes, permission from all affected residents and/or businesses will be required prior to submittal of the application. Once the Special Event Permit is approved then a minimum of 7 days notification to the public, and emergency services, will be required.

Is the permit fee due when I submit the application?

Yes, the permit fee is due at the time of submittal. Plan review deposits for traffic control plans will not be collected until after the application is submitted and it is determined that one is required.